SIKKIM

GOVERNMENT GAZETTE

EXTRAORDINARY
PUBLISHED BY AUTHORITY

Gangtok **Friday 14th November 2025** **No. 426**

HIGH COURT OF SIKKIM
GANGTOK

No. 37/HCS **Date: 12.11.2025**

NOTIFICATION

HIGH COURT OF SIKKIM (APPOINTMENT AND CONDITIONS OF SERVICE OF COURT MANAGERS) RULES, 2025

In exercise of the powers conferred by Article 229 of the Constitution of India, the Chief Justice, High Court of Sikkim, is hereby pleased to make the following rules, for regulating the recruitment and conditions of service of persons appointed as Court Managers in the High Court of Sikkim namely:-

1. Short title and Commencement :

(i) These rules may be called the High Court of Sikkim(Appointment and Conditions of Service of Court Managers) Rules, 2025.

(ii) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions :

In these Rules, unless the context otherwise requires:-

(a) "Appointing Authority" means the Chief Justice of the High Court of Sikkim.

(b) "Chief Justice" means the Chief Justice of the High Court of Sikkim.

(c) "Court Manager" means a person appointed as Court Manager under these rules.

(d) "Government" means the Government of Sikkim.

(e) "High Court" means the High Court of Sikkim.

(f) "Centralized Recruitment Cell" means the existing Recruitment Cell, if any, of the High Court headed by the Registrar General/Registrar of High Court, and such other officers of the High Court as members who are nominated by the Chief Justice from time to time.

(g) "Schedule" means the Schedule to these rules.

(h) "Service" means the High Court of Sikkim Court Manager service.

(i) "State" means the State of Sikkim.

(j) "Registrar General" means the Registrar General of the High Court of Sikkim and includes the Registrar.

3. Class and Cadre :

The service shall consist of the following class and cadre :-

Nomenclature of the post	Class	Level
Court Manager	Group 'A'	Level-17

4. Strength of Service :

The "Strength of service" shall be such as may be determined by the Chief Justice from time to time. The Cadre Strength of the service on the date of commencement of these rules shall be as shown in 4th Column of the Table shown in **Schedule-II** to these rules.

5. Method of recruitment :

Recruitment to the service shall be made by direct recruitment.

6. Procedure of Direct Recruitment :

(i) The Centralized Recruitment Cell, where it is constituted, shall prepare a list of all candidates who have qualified, in order of merit, in accordance with the aggregate marks obtained by each candidate in the Test/ Interview as mentioned in **Schedule-III** to these rules. The recruitment cell shall then place the list before the Chief Justice for his approval for direct recruitment, in order of preference, showing the marks obtained in examination/written test and interview.

(ii) The Appointing Authority shall appoint the candidates in order of preference in the select list against permanent vacancy.

(iii) The number of candidates in the list shall be equal to the number of vacancies notified.

(iv) The select list shall remain valid for one year from the date of declaration of the final result.

7. Disqualification :

(1) No person shall be eligible for appointment and confirmation to the service.-

(a) Unless he is a citizen of India;

(b) If he has more than one wife living or in case of a female candidate who has married a person who has one wife living:

Provided that the Chief Justice may, if he is satisfied that there are special grounds for doing so, exempt any person from the operation of this clause.

(2) No person who attempts to enlist support for his candidature directly or indirectly by any recommendation, either written or oral by any other means, shall be appointed to the services.

8. Character :

A candidate for direct recruitment shall produce certificates of good character from:

(i) The Principal/Academic Officer of the University/College in which he studied last, and

(ii) Two respectable persons, who are well acquainted with the person but not related to the candidate.

9. Physical Fitness :

A candidate for direct recruitment shall be.-

(1) of sound health both mentally and physically and free from any infirmity likely to interfere with the efficient performance of his duties, and

(2) Required to undergo medical examination before appointment to the service.

(3) In the event of increase in the cadre strength of the service, the Chief Justice may make such provisions for recruiting Persons with Benchmark Disabilities(PwBD).

10. Qualification for direct recruitment :

No person shall be eligible for appointment to the post of Court Manager by direct recruitment, unless he or she possesses the following qualification:

(i) Bachelor Degree in any stream with Master in Business Administration or Advanced Diploma in General Management from a University or Institution in India recognized by the University Grants Commissions;

(ii) Five years working experience in process Management or Information Technology Systems Management or Human Resources Management or Financial Management;

(iii) Good Computer Application skills having at least 6 months Diploma in Computer Application;

11. Age :

No person shall be recruited as a Court Manager if he or she is less than twenty five(25) years and is above forty(40) years as on the last date fixed for receipt of applications: Provided that the upper age limit for candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes and Persons with Benchmark Disability shall be as fixed by the Chief Justice from time to time.

12. Reservation :

The reservation policy as formulated by the State Government from time to time and as also prescribed by any law for the time being in force may be followed in case of direct recruitment subject to such directions as may be issued from time to time by the Chief Justice.

13. Appointment :

(1) Subject to the provision of sub-rule (1) of these rules, appointment under rule 6 shall be made by the Appointing Authority in accordance with the order of preference determined in the list referred to in the said rule.

(2) The inclusion of a candidate's name in the list mentioned in rule 6 shall confer no right to appointment unless the Appointing Authority is satisfied after such enquiry as may be considered necessary, that a candidate is suitable in all respects for appointment to the service.

14. Duties and Responsibilities :

(i) The Court Manager shall assist the Registrar General and other Registrars in the Principal Seat of the High Court in administrative functioning of the Court, to enhance efficiency of Court Management.

(ii) The Court Manager shall be under the control of the Registrar General.

(iii) The Court Manager shall maintain professional secrecy and shall not divulge any information which may come to his or her knowledge to anyone under any circumstances. Breach of this condition shall amount to misconduct.

(iv) The Court Manager shall perform the duties enumerated in **Schedule-I**.

(v) In addition to the duties enumerated in **Schedule I**, the Court Manager shall discharge and perform such other duties as may be assigned to him or her by the Registrar General.

15. Pay and allowances :

(i) A Court Manager shall be entitled to payment as mentioned in the **Schedule II** and shall be entitled to an annual increment of 3% of Basic pay and also be entitled to such allowances which are admissible to other High Court employees of the same pay scale.

(ii) A Court Manager shall be entitled to the benefits of financial up-gradations under the Assured Career Progression Scheme introduced by the State Government, in lieu of promotion, on completion of 10, 20 and 30 years of service counted from the direct entry grade. The benefit of pay fixation available at the time of regular promotion shall also be allowed at the time of financial upgradation under the Scheme.

16. Probation and Confirmation :

(1) Subject to availability of a permanent vacancy in the cadre, a member shall be placed according to seniority on probation against permanent vacancy for a term of two(02) years before he is confirmed against the permanent vacancy:

Provided that the period of probation may, for good and sufficient reason, be extended by the Appointing Authority which shall not, in any case, exceed a period of three(03) years.

(2) After the completion of the period of probation to the satisfaction of the Appointing Authority, a probationer shall be confirmed against permanent post subject to the following conditions:-

(a) He has completed the period of probation to the satisfaction of the Appointing Authority in accordance with sub-rule (1);

(b) He has successfully completed training and passed the departmental exam, if any prescribed by the Government.

(3) Notwithstanding anything contained in these sub-rules, the Appointing Authority may, at any time during the period of probation, discharge from service, a probationer on account of his or her unsuitability for the service.

17. Training :

Every person appointed to the post of Court Manager shall undergo training in the Sikkim Judicial Academy, Sikkim or in any other institute for such period as may be determined by the High Court.

18. Residuary Provision and Power to Relax :

(1) Any other matter which is not specifically provided herein shall be dealt with by the Chief Justice as per his discretion.

(2) Where the Chief Justice is of the opinion that the operation of any rule causes undue hardship in a particular case, he may, by order, relax the requirement of that rule to such extent and subject to such conditions as he may deem it necessary.

19. Interpretation :

If any question arises relating to the interpretation of these rules, the decision of the Chief Justice shall be final.

20. Repeal and saving :

The rules corresponding to these rules and in force immediately before commencement of these rules are hereby repealed:

Provided that all orders made or action taken under the rules so repealed or under any general orders ancillary thereto, shall be deemed to have validly made or taken under the corresponding provisions of these rules.

SCHEDULE-I

The duties of Court Manager of High Court of Sikkim shall be as follows :-

(1) The Court Manager shall ensure that case management systems are fully compliant of the policies and standards established by the High Court for case management and that they address the legitimate needs of each individual litigant in terms of quality, efficiency, and timelines, costs to litigants and to the State.

(2) The Court Manager shall ensure that the processes and procedures of the Court, such as, filing, issuing certified copies, access to information and documents and grievance Redressal are in consonance with the policies and standards established by the High Court for Court management.

(3) The Court Manager shall ensure that the core systems of the Court, such as, documentation management, utilities management, computerization, infrastructure and facilities management, financial systems management function effectively.

(4) The Court Manager shall ensure that Human Resource Management of Ministerial Staffs in the Court comply with the Human Resource Management standards established by the High Court.

(5) The Court Manager shall assist the Registrar General/ Registrars in the arrangement of swearing-in of the Chief Justice and the Judges.

(6) The Court Manager shall assist the Registrar General/ Registrar in organising Independence Day and Republic Day functions.

(7) The Court Manager shall assist the concerned Registrar in infrastructure development of the High Court.

(8) The Court Manager shall assist the concerned Registrar in file tracking and management of all judicial records from the Filing Section to the consignment of the record in the Record Room.

(9) The Court Manager shall assist the concerned Registrar for monitoring and maintaining cleanliness and discipline.

(10) The Court Manager shall assist the concerned Registrar or any other Registrar in preparation of the telephone directory of the High Court.

(11) The Court Manager shall assist the concerned Registrar in monitoring the matters relating to infrastructure of Courts, residential quarters, guest house, etc.

(12) The Court Manager shall assist the Registrar/ Central Project Coordinator for implementation of the activities/schemes of e-Court Project.

(13) The Court Manager shall monitor and ensure that Case Information System (CIS) is functioning properly.

(14) The Court Manager shall monitor uploading of the judgments and orders of the Courts in the website without any delay.

(15) The Court Manager shall furnish necessary feedback regarding institution/ disposal of cases to the National Judicial Data Grid.

SCHEDULE-II

Sl. No.	Name of post	Scale of Pay	No. of Post
1.	Court Manager	Level-17 of the Pay Matrix	01

SCHEDULE-III

Scheme and Syllabus for the examination

The selection process shall consist of two phases, namely, (1) Written Examination (Phase-I) and (2) Interview & Project Report (Phase-II). The topic for the project report shall be notified by the High Court at the time of declaration of the result of the written examination.

The written examination shall consist of an objective type (multiple choices) examination consisting of 3(three) papers with breakup of marks as follows:

Phase I		
Sl. No.	**Paper-I** (Duration-2hours) **Subject Components**	**Maximum Marks**
1.	Introduction to Management, Communication, Organizational Behaviour, Quantitative Technique, Research Methodology, Financial Management, Human Resource Management, Computer Skills	100
Sl. No.	**Paper-II** (Duration-45 minutes) **Subject Components**	**Maximum Marks**
2.	General Knowledge, English, Legal Knowledge and General Aptitude	**50**
Sl. No.	**Paper-III** (Duration-45 minutes) **Subject Components**	**Maximum Marks**
3.	Official language of the State of Sikkim	50

Phase II		
Sl. No.	**Subject Components**	**Maximum Marks**
1.	Interview and Project Report	20+30=50

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Registrar General
High Court of Sikkim